**Tech Talent Charter (TTC) Annual Report Information Pack**

The TTC requires all its Signatories to submit data annually in September. There will be advance reminders for a month prior to data collection. Signatories will be sent the questions and guidance on the questions, both of which are in this document. Signatories will also receive a Data Calculation Tool (an Excel spreadsheet to help you collect your data and calculate your figures), and most importantly, the TTC survey in the form of a Typeform link. You might like to review the questions and guidance in this document in advance of the survey. You may also wish to have this guidance document open when you fill out the Typeform. Please note that you must finish the survey in one go as you will not be able to save your work part way through once you start.

**Your data should only be submitted via the Typeform link which will be open from 2 - 30 September 2019.** **Please DO NOT email your data to the TTC directly**. Do NOT send the TTC your Data Calculation Tool.

All data submitted to the TTC is covered by NDA (please see Annex, page 12 of this document).

To see how the data is used in our report, you can download the latest Benchmarking report [here](https://cdn2.hubspot.net/hubfs/3418747/TTC%20Benchmarking%20Report%202019%20FINAL%20JAN.pdf). For further information see the “Data” section of our [FAQs](https://www.techtalentcharter.co.uk/frequently-asked-questions?__hstc=233546881.9c3a056135ae923627fce3c2418aa753.1549385509191.1560442868807.1561469316374.11&__hssc=233546881.5.1562858378206&__hsfp=811608943).

The TTC survey has a mandatory section and an optional section. The mandatory section must be completed in its entirety to remain a Signatory, but the optional section can be completed partially or not at all without affecting your membership. TTC members are encouraged to complete as much of the optional section as possible as it will help us provide a more detailed analysis of technical talent by job role.

**Mandatory Questions**

Note: The mandatory section has 8 questions.

1. **What is your company's name?**

This should be the same name provided as when you joined the Tech Talent Charter as a Signatory. We ask this simply to keep a record of which Tech Talent Charter Signatories have completed the report. It will not be stored alongside your submitted data, all of which is unidentifiable and anonymised.

1. **What is the email address for your company's Tech Talent Charter Principal or Data contact?**

As part of your submission we collect the email address of either your Principal or Data contact in order for the system to automatically send a copy of your responses (please retain this centrally for reference next year). The email address provided will then be automatically removed before your data is processed and deleted from Typeform within 7 days.

1. **Which industry does your company operate in?**

We collect this data so that the data set can be analysed in the context of broader industry initiatives. Please select the category most relevant to your organisation. You can search through the options in the dropdown list faster by typing into the answer field.

1. **Do you outsource some or all of the technical roles within your organisation?**

The definition of a ‘technical role’ will carry an element of discretion and variation across the TTC Signatories. For example, a professional such as a lawyer could be sufficiently specialised in software IPR as to be considered technical within the firm. The government technical capability framework provides a good overview of what technical roles could look like. The key for your response is to understand what the technical roles are and report on them annually. Outsourcing does not include any work carried out by day-rate, fixed term individual contractors or people on secondment. If you outsource all your technical roles, please skip ahead to question 9.

* Yes **all** technical roles are outsourced
* Yes **some** of our technical roles are outsourced
* **None** of our technical roles are outsourced
1. **This question is in two parts.**
	1. **What is the total number of UK-based jobs at your company?**

Where possible this should include jobs carried out by day-rate, fixed term contractors or people on secondment. Please provide this data snapshot as of 31st July 2019.

* 1. **Does this figure include jobs carried out by day-rate, fixed term contractors or people on secondment?** Note: If you use contractors please only include data about contractors if you are able to provide data on the same population for all questions for which your company provides a response. For example, if you provide data that includes contractors in the mandatory questions, please also include contractors in your answers to the relevant questions in the optional section.
1. **We're now going to ask you to breakdown the UK-based jobs at your company. Of the total jobs in the UK (in absolute numbers, not a percentage) please state how many are held by each category below.**

Note: This does not include any roles which are outsourced to third parties. This number must add up to the total number of jobs listed in the previous question, otherwise we will not be able to use your data. Please enter N/A for any categories you do not use. Please provide this data snapshot as of 31st July 2019.

Male…..

Female…..

Non-binary…..

Prefer not to disclose…..

Other…..

1. **What is the total number of UK-based *technical* jobs at your company at present?**

Please provide this data snapshot as of 31st July 2019. Note: This is a subset of your UK based employees and includes any jobs carried out by day-rate, fixed-term contractors or people on secondment. The definition of ‘technical job’ will carry an element of discretion and variation across the TTC Signatories; the key to identifying if a role is “technical” is whether it requires more than basic “user-level” technical skills/knowledge. For example, the role of a salesperson or a lawyer working in a technical area would likely be considered technical roles given the deep technical knowledge required to perform these roles. However, for roles such as administrators, PAs, resource managers, HR managers that sit within a technical area should not be included as a ‘technical’ role (unless the incumbent is required to have deep technical knowledge to perform the role).

Where you have females working in other ‘non technical’ areas but performing a technical role, these should be included as a ‘technical’ role. The [government technical capability framework](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) provides a good overview of what technical roles could look like. The key for your response is to understand what the technical roles are and report on them annually.

Some new Signatories may not have a clear way of identifying role type. What other Signatories have done to overcome this issue previously is to go through their list of job roles and, through internal discussions, agree and tag those roles as technical*.*

1. **We're now going to ask you to breakdown the UK-based technical jobs at your company.**

**Of the UK-based technical jobs at your company (in absolute numbers, not a percentage) please state how many are held by each category below.**

Please provide this data snapshot as of 31st July 2019. Where possible this should include jobs carried out by day-rate, fixed term contractors or people on secondment. Please enter N/A for any categories you do not use. If you use contractors please only include data about contractors if you are able to provide data on the same population for all questions for which your company provides a response. For example, if you provide data that includes contractors in the mandatory questions, please also include contractors in your answers to the relevant questions in the optional section.

Male…..

Female…..

Non-binary…..

Prefer not to disclose…..

Other…..

**In the last 12 month period, how has the gender diversity of UK-based technical job holders at your company changed?** Note: This question refers to whether your company is closer to, or further away from the ratio of 50% male to at least 50% other genders (such as female, non-binary or others). If your company has moved closer to at least 50:50 gender representation, please check “It’s better”. If your company has moved further from 50:50 gender representation please check “It’s worse”.

* It’s better
* It’s unchanged
* It’s worse
* Did not measure last year/Not able to comment

**Optional Questions**

**The remainder of the survey has 3 sections and has 20 questions. We greatly appreciate the time you take to answer the additional questions, as these help us to analyse technical talent by job discipline. As a reminder, it is not necessary to answer all questions - they can be skipped - but the more data you can provide, the better we can represent the current state of gender diversity in tech roles.**

1. **Would you like to view the optional questions of the survey?**
2. **Do you currently have active Inclusion & Diversity strategies that affect your hiring for technical roles?** Note: Examples of this may include: advertising all roles as ‘open to discuss flexible working options’ such as part time working/job share and/or remote working options; interviewing at least one female candidate, where available, as part of the recruitment process. For more examples, please refer to the [TTC best practice](https://www.techtalentcharter.co.uk/recruitment) recruitment guidelines or our [Open Playbook](https://docs.google.com/spreadsheets/d/1MvK9-_nM3XjabXl_zbl7kVkWSS8cf6GJAEkv1ltDoic/edit?_hsenc=p2ANqtz-_E0EciEXbH5JUi5mbQbKJ4B448h_VfCZKyCoxt8cZ7AsMU1YZImVhjMAX0-TMF4YZM4vfJ#gid=1855087023)
* Yes
* No, but this is planned for the coming year
* No, and we have no plans to change this
1. **Do you have a target for the number of females to be included in interview shortlists for technical roles?**
* Yes
* No, but this is planned for the coming year
* No, and we have no plans to change this
1. **Do you currently have an active Returners and/or Retraining programme that focuses on technical roles and is designed to appeal to females?** Note: Examples of this could include: a programme for females returning to work after maternity leave, a programme that supports females to rejoin the workforce after a period of extended leave, a programme that retrains or upskills females in new skills to enable them to move into new areas of work.
* Yes we have a Returners programme
* Yes we have a Retraining programme
* Yes we have both a Returners programme and a Retraining programme
* No, we have neither but we have planned this for the coming year
* No, we have neither and we have no current plans to implement one
1. **What Inclusion & Diversity strategies you have used in the last 12 months that have improved gender diversity in your company?** Note: Please tell us about initiatives, policies or practices that have clearly resulted in a measurable positive outcome. Please provide enough detail to define what this was at a high level, as terminology varies between companies.
2. **Please indicate the number of technical vacancies your company had in the period 01/08/18 - 31/07/19:**
3. **Please indicate the total number of technical hires that have been made in the period 01/08/18 - 31/07/19:**
4. **For the technical vacancies in the period 01/08/18 - 31/07/19, did you measure whether there was at least one female on the shortlist of candidates for interview?** Note: If you have answered “no” to this question, please skip ahead to question 18.
* **Yes**
* **No, but we plan to collect this data next year**
* **No, and we do not plan to collect this data next year**
1. **Of the total technical hires in the period 01/08/18 - 31/07/19, (in absolute numbers, not a percentage) how many had at least one female on the shortlist of candidates for interview?**

**We are now going to ask you some questions about different technical job families**. **This is the penultimate section and it has 7 questions.** Note: If one person fulfils more than one job family role day to day (e.g. Data and IT Operations), please account for their activity in just one of the roles. The job families are based on the Government [Digital, Data and Technology Profession Capability Framework](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework) which provides the job families listed below. It is likely that not every tech/digital job title will fit to this list, but please allocate your staff to the definition that most closely matches their role.

1. **Please give a break-down by gender for the total job appointments made in all technical roles during the period 01/08/18 - 31/07/19**

Note: Please provide absolute numbers, not percentages. Please enter N/A for any categories you do not use.

Male …..

Female …..

Non-binary …..

Other …..

Prefer not to disclose …..

1. **Job family: Data**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

1. **Job family: IT Operations**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

1. **Job family: Product & Delivery**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

1. **Job family: QAT**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

1. **Job family: Technical (includes various developer and engineer roles; see** [**guidance**](https://www.gov.uk/government/collections/digital-data-and-technology-profession-capability-framework#technical:-data-architect) **for further details)**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

1. **Job family: User Centered Design**

For this job family, we're going to ask you for the **absolute numbers (not percentages)** of the total UK-based job appointments made during the period 01/08/18 - 31/07/19. Please state how many were made for each category: Total, Male, Female, Non-binary, Other and Prefer not to disclose. Please enter N/A for any categories you do not use.

Total number of roles …..

Of this number how many males…..

Of this number how many females…..

Of this number how many non-binary…..

Of this number how many other…..

Of this number how many prefer not to disclose…..

**We are now going to ask for information to mirror the Government gender pay gap reporting.** **This is the last section in the survey and there are 5 questions.** Guidance can be found at <https://www.gov.uk/guidance/gender-pay-gap-reporting-guidance>. We hope that this format will make it easy for Signatories to find and supply the data.

1. **For the \_\_\_\_\_ technical roles at your company, please supply the following figures for the period 01/08/18 - 31/07/19:**

Mean gender pay gap…..

Median gender pay gap…..

Number of technical roles that received a bonus…..

Mean bonus gender pay gap…..

Median bonus gender pay gap…..

Proportion of females receiving a bonus payment (use % only)…..

1. **Of the total number of people in technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the lower pay quartile. Please supply the following figures for the period 01/08/18 - 31/07/19:**

Male…..

Female…..

Non-binary…..

Other…..

Prefer not to disclose…..

1. **Of the total number of people in technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the lower middle quartile. Please supply the following figures for the period 01/08/18 - 31/07/19:**

Male…..

Female…..

Non-binary…..

Other…..

Prefer not to disclose…..

1. **Of the total number of people in technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the upper middle quartile. Please supply the following figures for the period 01/08/18 - 31/07/19:**

Male…..

Female…..

Non-binary…..

Other…..

Prefer not to disclose…..

1. **Of the total number of people in technical roles who received a bonus, please give the percentage gender breakdown of the number of bonuses given to those in the upper quartile. Please supply the following figures for the period 01/08/18 - 31/07/19:**

Male…..

Female…..

Non-binary…..

Other…..

Prefer not to disclose…..

Annex (NDA)

[ON HEADED PAPER OF PROVIDER]

To:

Tech Talent Charter Community Interest Company

15th Floor 6 Bevis Marks

London

EC3A 7BA

[DATE]

Dear Sir / Madam,

**Confidentiality Letter Agreement**

# Disclosure

## **We [NAME OF COMPANY PROVIDING INFORMATION] (**Provider**) understand that you, Tech Talent Charter Community Interest Company (Co. no. 10976895)  (**Recipient**) are interested to receive information relating to [DESCRIBE THE PURPOSE] (**Purpose**).**

## **In this letter agreement,** Confidential Information **means all confidential or proprietary information (however recorded or preserved) relating to the Purpose that is disclosed or made available whether before or after the date of this letter agreement (in any form or medium), directly or indirectly, by the Provider to the Recipient.**

## **In consideration of the Provider agreeing to disclose Confidential Information to the Recipient, the Recipient undertakes to the Provider that it shall:**

### **keep the Confidential Information secret and confidential;**

### **not use or exploit the Confidential Information in any way, except for or in connection with, the Purpose**

### **not to disclose any Confidential Information to any third party (other than as permitted under this Agreement) except as required for the Purpose and with the prior written consent of the Provider provided that the Recipient procures such third party’s written undertaking to the Provider to observe terms no less stringent than those contained in this Agreement; and**

### **only make disclosure of the Confidential Information in accordance with clause 1.4 and clause 1.5. Any other disclosure can only be made with the Provider's prior written consent.**

## **The Recipient may disclose the Confidential Information to any of its officers, employees, consultants and advisers (**Permitted Disclosees**) that need to know the relevant Confidential Information for the Purpose only, provided that the Recipient shall advise such Permitted Disclosees, prior to disclosure of such Confidential Information, of the confidential nature thereof and that they owe a duty of confidence in accordance with the terms of this letter agreement. The Recipient shall be liable to the Provider if its Permitted Disclosees breach the terms of this letter agreement.**

## **The Recipient may disclose the Confidential Information to the extent required by:**

### **any order of any court of competent jurisdiction or any regulatory, judicial, governmental or similar body or taxation authority of competent jurisdiction;**

### **the rules of any listing authority or stock exchange on which the Recipient's shares are listed; or**

### **the laws or regulations of any country to which the Recipient's affairs are subject.**

## **Each Party warrants that it is properly notified under the Data Protection Act 1998 (“Act”) in respect of the processing of any personal data pursuant to the Purpose of this Agreement and, where necessary, will comply with the terms of the Act.**

### **To the extent that each Party provides another with personal data, as defined in the Act, the Recipient (who shall be the data processor) will comply with the Provider’s (who shall be the data controller) instructions in respect of that data, keep it secure and allow the Provider to audit the Recipient’s compliance with this clause.**

### **In accordance with the eighth principle, personal data should not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of protection of the rights and freedoms of data subjects in relation to the processing of personal data.**

# Limitations on obligations

The obligations set out in clause 1 shall not apply, or shall cease to apply, to Confidential Information which the Recipient can show to the Provider's reasonable satisfaction:

## **that it is, or becomes, generally available to the public, other than as a direct or indirect result of the information being disclosed by the Recipient in breach of this letter agreement; orba**

## **was already lawfully known to the Recipient before it was disclosed by the Provider; or**

## **has been received by the Recipient from a third party source that is not connected with the Provider and that such source was not under any obligation of confidence in respect of that information.**

# Return of the Confidential Information

## **If requested by the Provider at any time, the Recipient shall immediately destroy or return to the Provider all documents and other records of the Confidential Information or any of it in any form that have been supplied to or generated by the Recipient. If the Confidential Information is stored in electronic form, the Recipient shall take all reasonable steps to permanently erase all such Confidential Information from its computer and communications systems and devices used by it.**

# Term and termination

## **If the Provider decides not to continue to be involved in the Purpose with the Recipient, it shall notify the Recipient immediately in writing.**

## **Notwithstanding the notification from the Provider to the Recipient pursuant to paragraph 4.1, the obligations of the Recipient shall continue for a period of 2 years from the date of such notice, whereupon the obligations of the parties under this letter agreement shall terminate. Notwithstanding the expiry or termination of this Agreement, the provisions of Clause 1 shall survive for a period of 2 years following the expiry or termination of this Agreement.**

## **The termination of this letter agreement shall not affect any accrued rights or remedies to which either party is entitled.**

# Acknowledgment and inadequacy of damages

## **The Recipient acknowledges and agrees that:**

### **the Confidential Information may not be accurate or complete and the Provider makes no warranty or representation (whether express or implied) concerning the Confidential Information, or its accuracy or completeness; and**

### **damages alone may not be an adequate remedy for any breach of the terms of this letter agreement by the Recipient. Accordingly, the Provider shall be entitled to seek the remedies of injunction, specific performance or other equitable relief for any threatened or actual breach of the terms of this letter agreement.**

# Governing law and jurisdiction

## Governing law. **This letter agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.**

## **Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this letter agreement or its subject matter or formation.**

Please sign and return a copy of this letter agreement if you agree to its terms.

Yours faithfully,

|  |
| --- |
| ................................................................ |
| Signed by [NAME OF DIRECTOR] for and on behalf of [PROVIDER] |
| **We acknowledge receipt and agree to the terms of this letter agreement:** |
| ................................................................ |
| Director, for an on behalf of Tech Talent Charter Community Interest Company |
| Date ........................................................ |